

WAIVER REQUEST LETTER

To: _____
Office of the State Treasurer

From: _____

Subject: Request for Exception to 24-Hour Rule for deposit of CFD Funds

A new set of policies and procedures for handling cash and checks for the Combined Fund Drive (CFD) have been distributed by the Department of Personnel (DOP). We at _____ are making efforts to comply with these requirements. However, there are some aspects of the new policies that are a challenge for us to comply with. I am writing to request that we be granted an exemption to policy when it comes to depositing all CFD funds within 24 hours or receiving those funds. The procedure we are following represents a good faith effort on our part to comply with these new policies and applicable state law. I am asking that the following procedure be approved for the 2004 CFD Campaign.

When CFD funds are received through a CFD fundraising event at the local level, the Local Coordinator will transfer all cash received into a cashier's check or other bank draft, and send all checks received to our assigned CFD Campaign Leader in _____.

After documenting the funds raised by the event, the CFD Campaign Leader will track all dollars raised throughout the agency for the CFD, and deliver CFD funds weekly to the agency's financial office in _____. Should the total dollars on hand exceed \$1,000.00 at any point during a given week, the Campaign Leader will immediately deliver the funds to the agency's financial office for deposit. The agency's financial office will, within 24 hours of receiving CFD funds, deposit the funds into Fund 525 at the Office of the State Treasury.

Thank you for your consideration of this request.